

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 JUL 30 PM 2:04

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Rebecca Howard

Employing Office/Committee: Senator Doug Jones

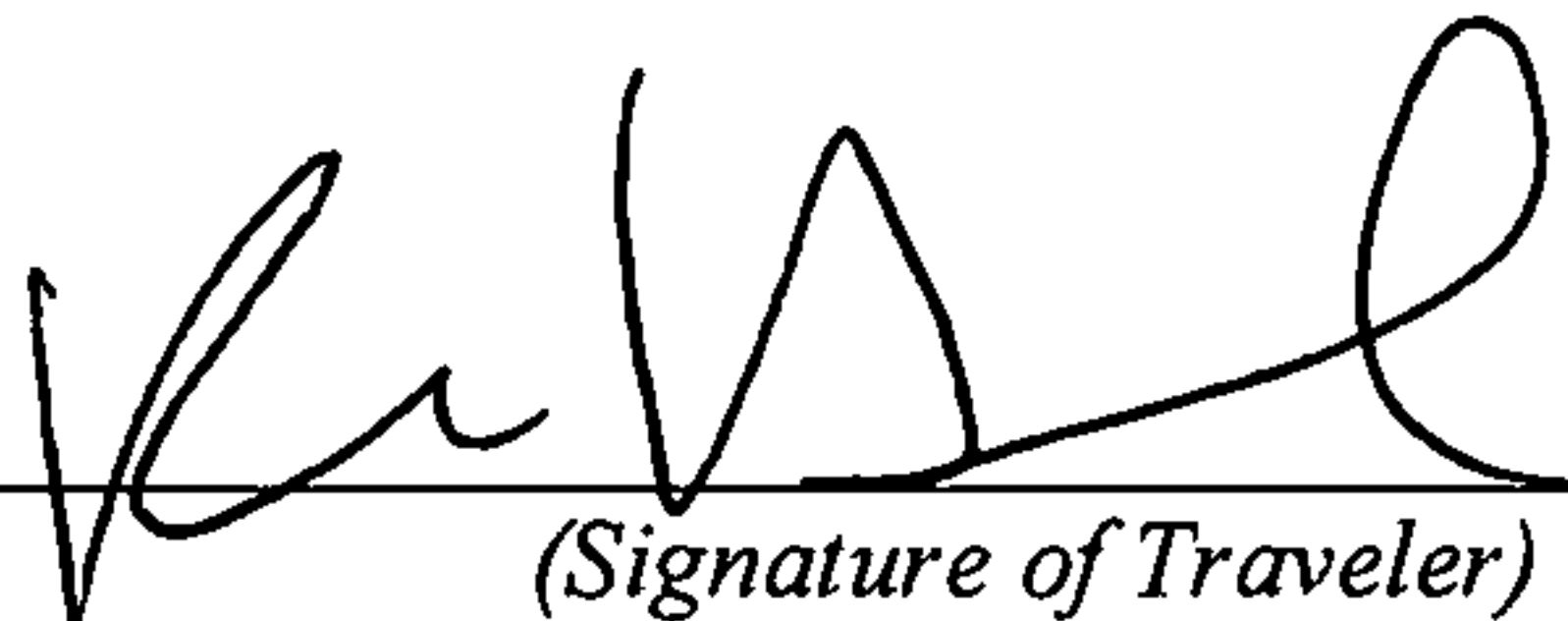
Travel Expenses Paid by (List all sources): Postsecondary National Policy Institute

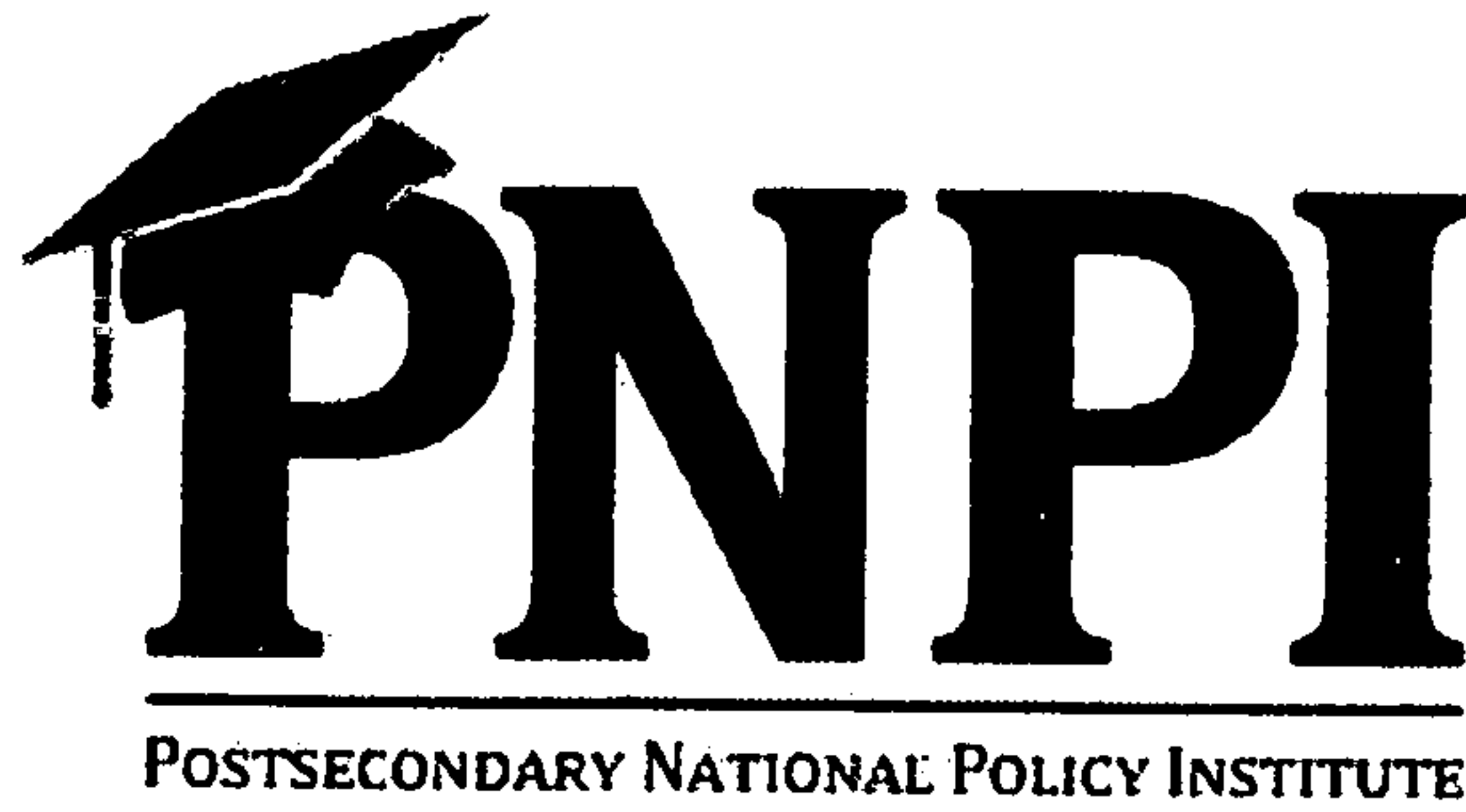
Travel Date(s): April 4-6, 2018

Description/Title of Attached Forms: Original invitation, sponsor travel
certification form, and agenda

Purpose of Amendment (describe the reason for amending original submission): Senate Ethics
informed me some documentation was missing.

7/31/18.
(Date)


(Signature of Traveler)



February 22, 2018

Dear Rebecca Howard,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) *Competency-Based Education Seminar*, April 4-6, 2018 in Hooksett, New Hampshire, with site visits to Manchester, New Hampshire and Haverhill, Massachusetts.

This seminar is designed to increase your understanding of the role of faculty, employers and institutions of higher education in supporting and implementing competency-based education (CBE) programs. It will also increase your understanding of students' experiences with CBE, the CBE regulatory environment, and how quality is assured in developing and implementing competency-based learning.

PNPI fully complies both with the rules enacted by the United States Senate and with the provisions contained in S.1 (P.L. 110-81) as they relate to privately-funded travel of Congressional staff. Included with this invitation are all the forms necessary for ethics rules compliance.

By Monday, March 5, 2018, you must submit the following forms and documents directly to the Ethics Committee in Hart 220:

- A copy of this PNPI invitation;
- A completed Private Sponsor Travel Certification Form with all attachments, including a Senate invitee list;
- An itinerary and agenda; and
- A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the seminar, we will provide you with a post-travel form that you will need to complete and submit to the Ethics Committee.

Even if you are unsure whether you will be able to attend the seminar, please submit the paperwork so you will have the option to participate. **Paperwork submitted to the Ethics Committee after the deadline will not be considered.**

000000004104

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting PNPI are the Bill and Melinda Gates Foundation, the Lumina Foundation, and the Kresge Foundation. PNPI is the sole sponsor, planner and executioner of the trip. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

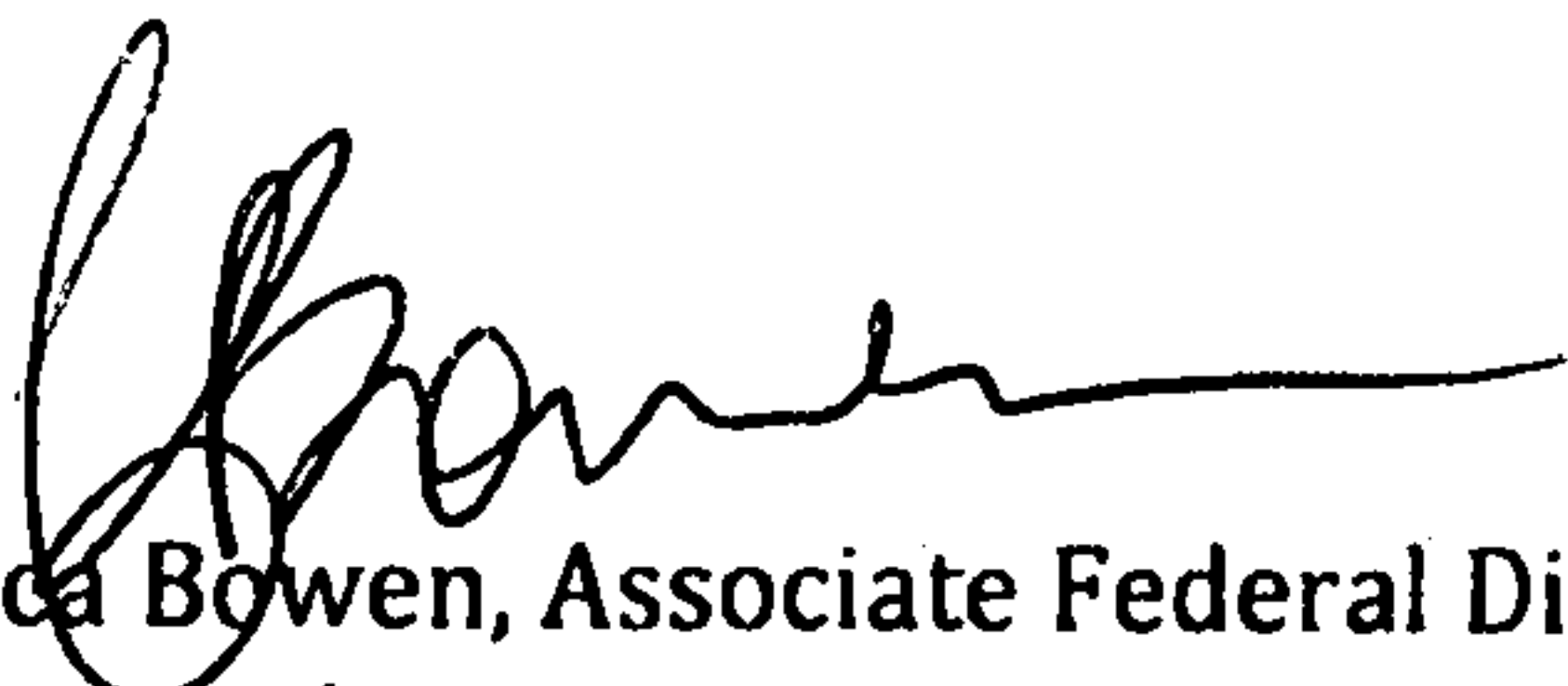
We will depart for Manchester on Wednesday, April 4 at 7:35 PM EST from Baltimore/ Washington International Thurgood Marshall Airport (BWI) and return to BWI on Friday, April 6 at 10:35 AM EST. The program will begin at the Fairfield Inn & Suites by Marriott-Hooksett, Hooksett, New Hampshire on Thursday, April 5 at 8:00 AM EST and will conclude on Friday, April 6 at 7:30 AM EST. If you have any questions about the seminar, please do not hesitate to email or call us directly.

PNPI's *Competency-Based Education Seminar* promises to be both educational and productive. We look forward to your participation!

Sincerely,



MaryEllen McGuire, President
Postsecondary National Policy Institute (PNPI)
m McGuire@pnpi.org
202-407-3172



Jessica Bowen, Associate Federal Director
Postsecondary National Policy Institute (PNPI)
bowen@pnpi.org
202-407-3172

000000004105

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)
2. Description of the trip: see attached.
3. Dates of travel: April 4-6, 2018 "two nights"
4. Place of travel: Hooksett, NH
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~- OR -~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~- OR -~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

See attached.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. PNPI also offers professional development, briefings and bootcamps, to prospective policymakers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$356.83 (round trip flight cost, round trip MARC train tickets from Union Station D.C. to BWI and on the ground shuttle to meetings)	\$214	\$64	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached.

19. Name and location of hotel or other lodging facility:

Fairfield Inn & Suites by Marriott-Hooksett, 8 Bell Ave, Hooksett, NH 03106

20. Reason(s) for selecting hotel or other lodging facility:

The Fairfield Inn & Suites is in proximity to the airport and Southern New Hampshire University. The hotel is also within driving distance of Northern Essex Community College.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

See attached.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

All round trip air travel will be coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Mary Ellen McGuire

Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-407-3172

Fax Number: _____

E-mail Address: mcguire@pnpi.org

000000004109

ATTACHMENT:
Senate Private Sponsor Travel Certification Form

2. Description of the Trip:

This seminar is designed to increase congressional staff's understanding of the role of faculty, employers and institutions of higher education in supporting and implementing competency-based education (CBE) programs. It will also increase congressional staff's understanding of students' experiences with CBE, the CBE regulatory environment, and how quality is assured in developing and implementing competency-based learning.

A detailed agenda is attached.

5. Name and title of Senate invitees:

Katie Brown
Legislative Assistant
Senator Collins

Rebecca Howard
Legislative Assistant
Senator Jones

Lauren Davies
Education Policy Advisor
Senator Alexander

Andrew LaCasse
Education Policy Advisor
Senator Alexander

Josh Delaney
Senior Education Policy Advisor
Senator Warren

Brittany Weaver
Legislative Assistant
Senator Hassan

All staff were invited due to their employment with the Senate HELP Committee or with a Member who sits on the Committee.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

PNPI is the sole sponsor, planner and executioner of the trip. PNPI created the agenda, developed the invitation list and is managing all event panels and logistics. The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation are not sponsors of this trip, did not play a role in organizing or planning this trip, and will not be conducting this trip. The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation grant funding to support PNPI including PNPI's work educating Congressional staff, but did not earmark any funding for this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

00000000004110

PNPI provides professional development to current and prospective policymakers who work on higher education issues. This seminar is designed to increase current policymaker's understanding of the role of faculty, employers and institutions of higher education in supporting and implementing competency-based education (CBE) programs. It will also increase their understanding of students' experiences with CBE, the CBE regulatory environment, and how quality is assured in developing and implementing competency-based learning.

A detailed agenda is attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

PNPI has sponsored seventeen prior seminars on the topics of college cost (held in Towson, Maryland in May 2012), student financial aid (held at New America and George Mason University in August 2012, the George Washington University in August 2013, the University of Virginia in August 2014 and the Kent Manor Inn in Stevensville, MD in May 2015 and June 2017), higher education accreditation (held in Owings Mills, Maryland in January 2013 and in Warrenton, VA in March 2016), competency-based education and prior learning assessment (held in Manchester, New Hampshire in May 2013), MOOCs and online learning (held at the Airlie Center in Warrenton, VA in April 2014), Minority-Serving Institutions (held in Atlanta, GA in October 2014 and in Seattle, WA in October 2015), non-traditional students (held at the Kent Manor Inn in Stevensville, MD in August 2015), and loan servicing (held in Harrisburg, PA in August 2016). PNPI also sponsored a general issues Boot Camp (held at Kent Manor in Stevensville, MD in June 2016), a federal postsecondary data primer (held at the Airlie Center in Warrenton, VA in April 2017), and a postsecondary data seminar on states, systems, and institutions (held in Austin, TX in August 2017).

18. Reason for selecting the location of the event or trip.

Hooksett, NH is a 10 minute drive from Southern New Hampshire University (SNHU), a leader in the use of competency-based education to advance student outcomes. Our visit to New Hampshire will also include a visit to Northern Essex Community College (NECC) in Haverhill, MA. Both SNHU and NECC have received funding from the U.S. Department of Education to conduct experimental sites with the goal of improving the delivery of competency-based education. Congressional participants will have the opportunity to hear directly from administrators, students, faculty and supporting staff about their experiences implementing and participating in competency-based education.

1100000411

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meal expenses equal the combined per diem rates. Lodging costs \$107/night, which is \$5 above the nightly lodging per diem rate, but daily meal expenses are \$5 less than the daily meals and incidental per diem rate because breakfast is complimentary with the hotel reservation. Lodging in Hooksett, NH minimizes travel time between the airport, campuses, and hotel due to its equidistance from those locations. Hooksett is located in Merrimack County but borders the county limits of Hillsborough County, which has a \$5 higher nightly lodging per diem rate. PNPI negotiated the best possible lodging rate given the close proximity of the hotel to the Hillsborough County border and ensured that the total expenses fall within the combined per diem rates. April 4 – \$5 for incidental expenses. April 5 – \$5 for incidental expenses + \$49 for lunch and dinner. April 6 – \$5 for incidental expenses.

2025 RELEASE UNDER E.O. 14176